



## **Facilities Supervisor**

### **Elmhurst Park District**

**Contact Name:** Angela Ferrentino

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**Closing Date:**

**Salary:** The anticipated starting pay for this exempt position is \$52,784.

#### **Description:**

APPLY ONLINE AT: <https://elmhurstpark.bamboohr.com/jobs/view.php?id=76>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, and having fun! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting FULL-TIME job opportunity for a FACILITIES SUPERVISER who will oversee our Wagner Community Center and Recreation Buildings! The Facilities Supervisor will focus on directing, mentoring, and supervising custodial staff, planning and supervising building and facility maintenance, managing custodial operation and coordinating inventory control. The position will work closely with the Recreation staff to live our values of fun, integrity, customer centered and community focused.

#### **WHAT YOU'LL DO:**

Manage staff schedules and assign daily work orders

Supervise 5 fulltime custodians and part time staff

Coordinate annual inspections for building and fleet fire extinguishers

Conduct routine inspections to develop and implement work orders and improvement projects

Monitor performance of contractual services, i.e. portable toilets/pest control

Prepare specifications and bid documents for custodial/building/facility related contractual maintenance and projects

Monitor, manage and ensure proper levels of safety and cleanliness

Recommend and identify cost of capital improvements and repairs for recreation facilities

#### **WHAT YOU'LL BRING:**

Bachelor's degree in Recreation or related field with 4 years' experience in facility maintenance and/or

management and 2 years supervisory experience

Valid IL Driver's License

Knowledge of park, building and facility maintenance practices

Knowledge of theory and philosophy of recreation and park management

Knowledge of principles and techniques relating to maintenance, layout, design and construction of parks and recreational facilities, as well as knowledge of plans, specifications and architectural drawings

Knowledge of park maintenance equipment and ability to operate power tools and heavy equipment

Proficiency in computer word-processing and spreadsheet application

Proven problem-solving, communication, organizational, customer service and management skills

WHEN YOU'LL WORK:

Monday - Friday, hours vary 3 days a week 7:30 am – 3:30pm, 2 days a week 11 am – 7 pm one Saturday a month with a day off during the week.

WHAT YOU'LL GET:

The anticipated starting pay for this exempt position is \$52,784.

In exchange for your time and talent, we offer a generous benefit package, including:

Defined contribution medical insurance plan (5 plan options)

Dental insurance plan

Vision insurance plan

District paid life insurance

Participation in IMRF (retirement, disability, death benefits)

Vacation days, personal days, sick leave and 9 paid holidays!

Sick bank leave, paid parental leave and paid bereavement leave

Employee Assistance Program (EAP)

Two deferred compensation programs (VOYA & Nationwide)

Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization

Flexible spending accounts for unreimbursed medical and dependent care

Free family Courts Plus Membership and Pool Passes!

Free/discounted District programs, merchandise and concessions

Educational assistance/tuition reimbursement

Professional organizational membership

Values Recognition Program

Service Awards Program

Employee social activities

Credit Union (Central Credit Union of Illinois)